



**CALL A MEMBER OR MENTOR OF
THE SAA ACOP TODAY!**
We are here for You!

**If you don't have an Emergency
Contact List, We suggest you compose
one.**

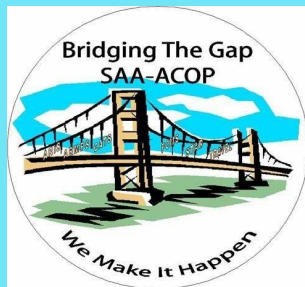
**Travel preference information
contains information like the type of
bed in hotel room, seat location on
flights and any frequent flyer no. or
rewards no. for each traveler. This
will help you when making
reservations. Also, getting GOVCC
information for reservations is most
helpful.**

**Go through files and determine which
ones need to be destroyed (if contain
personal information—shredded) Use
the DestructDate4.0 calculation tool at
[http://www.nwccg.gov/policies/records/
destructdate/destruct.htm](http://www.nwccg.gov/policies/records/destructdate/destruct.htm)**

**FY2011 Security Awareness & Rules
of Behavior Training Due**

January 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 
2	3 E-mail employees requesting Emergency Contact Information	4 Update any Fire Drill information	5 E-mail requesting Travel preference information	6	7	8
9	10	11	12 Begin planning for Black History Month	13	14 Absolute deadline for performance plans to HDQTS.	15
16	17 Federal Holiday 	18	19	20 DAD Call 10:00 a.m.	21	22
23	24	25	26	27	28 Run report on Purchase Card purchases	29
30	31 Security Awareness & Rules of Behavior due 					



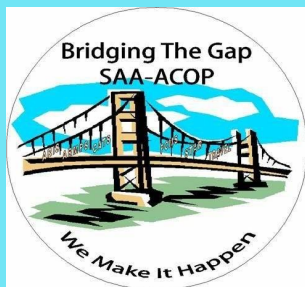
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Black History Month

**Contact the Cancer Society to
recognize Breast Cancer Awareness.**

February 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 Check for need to do any personnel related actions such as SF-52, leave audits, etc.	5
6	7	8	9 Begin to plan for Women in History Month	10	11	12
13	14 	15	16	17 DAD Call 10:00 a.m.	18	19
20	21 Federal Holiday 	22	23	24	25	26
27	28 Run report on Purchase Card Purchases					



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**National Women in History Month
Breast Cancer Awareness**

**Look at taking some AgLearn
Courses**

**Summer Internship due this month
to Tony Edmunds—Area Office**

Travel Card Training Due

**3/31-4/1 Area Office—1st session for
Brookings Institute training for
Code 2 Employees**

March 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 Promotion & Retirement Info to AO for ARMPS planning	5
6	7 Mid Year review rating. Begin to get ready. Instructions to follow from AD office.	8	9	10	11 Travel Card Training Due 	12
13 Daylight Savings Time "Spring Ahead" 	14	15	16	17 DAD Call 10:00 a.m.	18	19
20	21	22	23	24	25	26
27	28	29	30	31 Run Purchase Card Purchases report		



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**SAA ACOP Training Scholarship is
Awarded June 1st—apply no later
than May 01.**

Draft ARMPS due to Area Office

**Begin preparing for Asian Pacific
American Heritage Month**

Mid Year Reviews due to Area Office

**4/11-12 (Central Florida Location)
Second Session for Brookings Institute
training for Code 2 Employees**

April 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15 Taxes Due 	16
17	18	19	20	21 DAD Call 10:00 a.m.	22	23
24	25	26	27 	28	29	30 Run Purchase Card purchases report



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**Asian Pacific American Heritage
Month**

**Post Doc Proposal Announcement
comes out this month**

**May 30th— Federal Holiday—
Memorial Day**

May 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Deadline for submission of SAA ACOP Training Scholarship	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 DAD Call 10:00 a.m.	20	21
22	23	24	25	26	27	28
29	30 Federal Holiday 	31 Run Purchase Card Purchases Report				



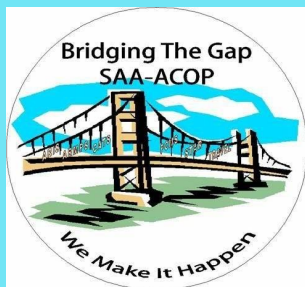
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**SAA ACOP Training Scholarship
is awarded June 1st.**

**Post Doc Application Process
Begins**

June 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17 <small>DAD CALL 10:00 a.m.</small>	18
19	20	21	22	23	24 <small>Run report on Purchase Card Purchases</small>	25
26	27	28	29	30		



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**Run Detail by Author report—fill
in all missing information. This
will help in preparing the AD-421s**

**Don't forget about AgLearn—you
have opportunities at your finger-
tips. Why not take a course today.**

July 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Federal Holiday 	5	6	7	8	9
10	11	12	13	14 DAD CALL 10:00 a.m.	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29 Run report on Purchase Card Purchases	30
31						



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**Instructions for AD-421s should be
received soon. Continue to work on
missing information needed**

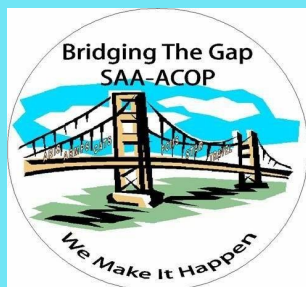
**Annual Report are usually due this
month.**

**Start thinking of and preparing your
Accomplishment document. It will
save you time next month.**

**Be considering ideas for your IDP
and Performance Plan**

August 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18 DAD Call 10:00 a.m.	19	20
21	22	23	24	25	26	27
28	29	30	31 Run reports on Purchase Card Purchases			



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**Time to prepare new Master Schedules
for your employees for the new Fiscal
Year to maintain in their T&A folder.**

**Prepare new travel files for each
traveler. Put up old files.**

**Prepare your Accomplishments report
Times New Roman 12 pt. 1" margins—
limited to 3 pages.**

**Sept 15– Oct 15 National Hispanic
Heritage Month**

**Prepare any Blanket Authorizations
you will need for next fiscal year**

**Preparation of Performance Plan and
IDPs**

**Create new T&A backup files for
documentation**

September 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Federal Holiday 	6	7	8	9	10
11	12	13	14	15 Usually last day to spend for this FY DAD Call 10:00 a.m.	16 Last day to enter in GovTrip ?	17
18	19	20	21	22	23	24
25	26	27	28	29	30 Last day to enter 115s	



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**National Disability Employment
Awareness Month**

**Evaluations Due to Area Office—
Work on any awards forms you may
need to prepare. AD0435 packages due
back to Area Office**

**All systems should be back up and
running**

**Advise employees of Use or Lose—
needs to be scheduled by PP23 and used
by end of PP26. You may also want to
consider the Leave Donor Program.**

Update mission statement in ARIS

**New Performance Plans and IDPs
should be in place before the end of the
month.**

October 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Get Blanket Auth signed
2	3	4	5	6	7	8
9	10 Federal Holiday 	11	12	13	14	15
16	17	18	19	20 DAD Call 10:00 a.m.	21	22
23	24	25	26	27	28 Run Purchase Card Purchases Reports	29
30	31 					



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American Indian Heritage Month

**Last reminders of employees USE
or LOSE to schedule by PP23**

**Open Season for Health Care
Benefits begins mid month and runs
until mid December**

November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6 Daylight Savings Time "Fall Behind" 	7	8	9	10	11 Federal Holiday 	12
13	14	15	16	17 DAD Call 10:00 a.m.	18 LAST DAY TO SCHEDULE LEAVE—USE OR LOSE	19
20	21	22	23	24 Federal Holiday 	25	26
27	28	29	30 Run Purchase Card Purchases Reports			



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**As December is usually a slow
month, now is a great time to go
through files. Follow regulations
when disposing of documents.**

December 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 DAD Call 10:00 a.m.	16	17
18	19	20	21	22	23	24
25 Christmas Day	26 Federal Holiday observed Kwanzaa begins	27	28	29	30	31 Last day of the Year. New Year's Eve